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7 NOV 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Early Retirement

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We joined with Larry Houston and [redacted] in a discussion of our regulation with [redacted] on 13 November. The purpose of the meeting was to give the attorneys a general briefing on the organization of the Agency and specifically on personnel matters. In addition, we reviewed with them classified background material which supplements the unclassified material previously furnished.

The principal points of discussion were the conditions of service of participants and the selection criteria. It was suggested that the definition of "qualifying service" be expanded to include the definition of "qualifying duty." However, further consideration needs to be given to the legal question of narrowing the statutory definition of "qualifying service" by administrative regulation. It was also suggested that the criteria might be restated in terms of security and cover considerations alone. We agreed to consider this but do not believe it is feasible to do so or that such criteria will make the distinctions required to identify eligible participants.

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Mr. Houston has an appointment with [redacted] in New York to give him a similar briefing. The attorneys have tentatively scheduled a meeting on 25 November to compare notes and may request a second meeting after this. The question of timing was raised and we made it clear that we consider it important to move forward as quickly as possible.

2. Quality Step Increases

We have received our first request for the grant of a second quality step increase to an employee who received her first QSI one year ago. Although the statute provides that an employee may receive a QSI no less often than once a year, we believe a longer lapse of time than the statutory minimum would be appropriate in most cases. We are drafting proposed policy statements for consideration by the Personnel Advisory Board.

3. Parking Facility at Key Building

HRB representatives joined a meeting of Logistics and Security representatives with the Key Building management on 12 November. The building management has set their prices for the spaces at \$15 per month if a "self-parking" system is used or \$14 per month for "attendant parking." We believe it would be unprofitable for the Employee Activity Association to undertake management of this facility and have advised the Logistics Services Division that we have no interest in exploring this further.

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NO CHANGE IN CLASS.
 DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____
DATE: 16/03/80 REVIEWER: 018993

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SUBJECT: Current Interest Items

4. Wage Board Increases

The Inter-Departmental Lithographic Wage Board has approved salary increases ranging from 9¢ to 13¢ per hour for photographers, photo copy and office printing personnel. The new rates are effective 3 November and will apply to about [redacted] employees in the Printing Services Division and the Cable Secretariat.

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The Bureau of Printing and Engraving has approved 13¢ hourly increases for certain reproduction technicians. Three PSD/OL employees are affected. These new rates are effective 2 November 1964.

5. Contract Employment of Retired Agency Employees

For some time, we have informally applied a policy that a retired staff employee who is reemployed under contract should receive the rate of compensation appropriate to the duties he will perform but with an offset for his annuity. (This is consistent with the rules governing reemployment of annuitants by appointment action.)

We recently received a request to pay an annuitant a higher rate under contract for performing the same duties he had performed as a staff agent. Extensive discussion of this case with the Directorate concerned resulted in an agreement to pay him at his staff rate and to offset his annuity. However, the considerable attention required by this case and an anticipated increase in contract employment of retired staffers indicates the need for a more formal policy statement. We are preparing such a statement in the form of a memorandum to each Deputy Director; additional dissemination will be made in the form of an Office of Personnel Memorandum.

6. Agency Physical Fitness Room

During the period 9 November through 15 November, 151 participants registered. This is a drop of 18 from the previous week, probably due to the holiday on 11 November. However, on 9 November a new daily high of 47 registered.

102 individuals have signed up to use the nylon bags. This is an increase of 13.

A total of \$13.75 of gym clothing was sold during the week. This brings us over the \$100.00 mark of sales.

7. Fund Drive

As of close of business 13 November 1964, [redacted] cards had been returned with [redacted] pledges totaling \$188,079.44 -- 135.7 per cent of our goal.

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Distribution:

0 & 1 - Addressee

1 - IG

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/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

25X1A9a OD/Pers [redacted] (16 Nov 64)

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